



DM# 50399  
Rev. 9/1/06

**UTAH DEPARTMENT OF TRANSPORTATION**

**EMERGENCY LANDSLIDE REPAIRS  
POOL**

**REQUEST FOR QUALIFICATIONS**

**GENERAL CONTRACTOR & ENGINEERING SERVICES  
FOR  
EMERGENCY LANDSLIDE REPAIRS**

**POOL PERIOD  
DECEMBER 1, 2006 – NOVEMBER 30, 2009**

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## **REQUEST FOR QUALIFICATIONS (RFQ) SUMMARY**

- 1. Project:** UDOT'S General Contractor and Engineer Services Pool for Emergency Landslide Repairs to Roadways and Structures to be used on an "as-needed" basis.
- 2. Location:** Statewide Work.
- 3. Requested Services:** General Contractor and Engineering Services for emergency repairs to roadway and structures resulting from landslides statewide.
- 4. Sources of Funding:** Federal, Local, State or Other.
- 5. RFQ Local Advertisement Publication Dates:** Saturdays, September 9, 2006 and September 16, 2006.
- 6. RFQ Availability (Website):** Monday, September 11, 2006.
- 7. Consultant Services Pool Updates** - It is the responsibility of the Contractor to become a "Subscriber" to all Consultant Services Updates, Project Notifications, and other Department information which can be found at the following UDOT/Consultant Services website location: <http://www.udot.utah.gov/index.php/m=c/tid=548>. Contact Gaye Hettrick at (801) 965-4639 if you need assistance.  
  
**Note:** If there are any changes affecting the Request for Qualifications, notice will be sent out via email through the update service.
- 8. Statements of Qualifications (SOQ) Due:** **Monday, October 16, 2006 before 11:00 a.m.**  
  
**Note:** Any Statements of Qualifications not received by **Consultant Services** before the 11:00 a.m. deadline will not be accepted for review by the Pool Selection Team Members.
- 9. Selection Team Meeting:** Monday, November 6, 2006.
- 10. RFQ Award Internet Notification:** Thursday, November 30, 2006 or earlier if time allows.
- 11. Pool Period:** December 1, 2006 – November 30, 2009, with the option to extend to November 30, 2011.
- 12. RFQ Administrator:** **Gaye Hettrick**, Consultant Services Manager, Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119, Telephone (801) 965-4639, Fax (801) 965-4796, E-mail [ghettrick@utah.gov](mailto:ghettrick@utah.gov).

**13. Project Administrator: Keith Brown, P.E.,** UDOT Chief Geotechnical Engineer,  
4501 South 2700 West, Salt Lake City, Utah 84119, Telephone (801) 965-4234, E-mail  
[kebrown@utah.gov](mailto:kebrown@utah.gov)

### **SELECTION SCHEDULE**

| <b>Date</b> | <b>Day</b> | <b>Action</b>   |
|-------------|------------|---|
| 9/9/06      | Saturday   | Advertisement of RFQ in newspapers  |
| 9/11/06     | Monday     | Posting of RFQ on UDOT Consultant Services Project<br>Advertisement website |
| 9/16/06     | Saturday   | 2 <sup>nd</sup> Advertisement of RFQ in newspapers                          |
| 10/16/06    | Monday     | Statements of Qualifications are due prior to <b>11:00 a.m.</b>             |
| 11/6/06     | Monday     | UDOT Selection Team Meeting   |
| 11/30/06    | Thursday   | RFQ Award Internet Notification   |

## Notice of Contractors Pool RFQ Advertisement

The Utah Department of Transportation Request for Qualifications is for obtaining general and/or specific construction and engineering services for Emergency Landslide Repairs to roadways and structures on UDOT highways, statewide. **A Pool of General Contractors and Engineering Consultants will be selected for use on an “as-needed” basis from our Emergency Landslide Repairs Pool. Contractors and Engineering Consultants may team with each other.**

The Request for Qualifications will be available Monday, September 11, 2006, on the UDOT web page <http://www.udot.utah.gov/index.php/m=c/tid=614> under Project Advertisements.

**The deadline for submitting Statements of Qualifications is 11:00 a.m. on Monday, October 16, 2006.** Statements of Qualifications are required to be delivered **and** received by UDOT Consultant Services, 4th Floor, Box 148490, 4501 South 2700 West, Salt Lake City, Utah 84119 by the deadline.

The Utah Department of Transportation, being an equal opportunity employer, suggests and encourages qualified DBE's and WBE's consider this notice. The Department also encourages Prime Contractors and Consultants to use DBE/WBE's as sub-contractors or sub-consultants where practicable.

September 9, 2006

Utah Department of Transportation  
John R. Njord  
Executive Director

## STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS SUMMARY

1. **SOQ's:** Prepare all Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary.
2. **Original/Copies:** Submit **one (1) original** for the Consultant Services File **and nine (9) copies** for the Selection Team Members (for a total of 10). One (1) electronic CD-ROM copy, compatible with UDOT's format. Include with the hardcopy submittal.
3. **SOQ Identification:** Please identify the SOQ's as Original and #1, #2, #3, #4, and #5, etc. in the **upper right hand corner** on the Introduction Letter.
4. **Cover Page/Introduction Letter:** The Cover Page shall be your Introduction Letter.  
**Note:** The **Introduction Letter shall be addressed to Gaye Hettrick** and shall identify that the Contractor has read the RFQ, understands the acceptance and completion criteria and is willing to follow all state and federal contracting requirements.
5. **Page Numbers:** Every page shall be numbered consecutively at the **bottom right corner**. The Introduction Letter is **page 1** and the **remaining 10** pages (for a total of up to 11 pages) may be used to show contractor qualifications in the 10 Criteria found on page 11 of the RFQ.  
  
**Any SOQ that exceeds the 11-page maximum will receive a three-point penalty per page over the limit.**
6. **Margins:** One-inch-margins for all pages (Page Header and/or Footer information may be inside or outside of this margin boundary).
7. **Letterhead/Logos:** Any letterhead, logos or additional images must be scanning compatible.
8. **Ink:** Black only. No color allowed in any part of the Statements of Qualifications.
9. **Stapling:** Staple Statements of Qualifications in the upper left corner (do not bind).
10. **Font:** Size 12 Font only (this includes all pages).
11. **Script:** Times New Roman is suggested for consistency.
12. **Paper:** Regular White 8½ x 11 paper for all pages.
13. **Design:** Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and shall meet margin and font size (12) requirements.

**14. SOQ Delivery:** Deliver or mail to UDOT Consultant Services, 4th Floor, 4501 South 2700 West, Salt Lake City, Utah 84119, attention Gaye Hettrick. The SOQ deadline is **Monday, October 16, 2006 before 11:00 a.m.** **SOQ's will not be accepted after the 11:00 a.m. deadline.**

## **POOL ACCEPTANCE AND COMPLETION CRITERIA**

### **Introduction**

The Utah Department of Transportation Request for Qualifications is for obtaining general and/or specific construction and engineering services for Emergency Landslide Repairs to roadway and structures on UDOT highways statewide. A Pool of General Contractors and Engineering Consultants will be selected for future use on an “as-needed” basis from our **Emergency Landslide Repairs Pool**. **Contractors and Engineering Consultants may team with each other.**

### **Pool Selection Process**

Based on the Statements of Qualifications evaluations by the Pool Selection Review Team, General Contractors and Engineering Consultants shall be selected for the Pool List. These General Contractors and Engineering Consultants may also be short-listed and invited to an optional interview, if deemed necessary. Selected General Contractors and Engineering Consultants will be posted on UDOT’s website.

### **Prime Contractor and Subcontractors**

Both the Prime Contractor and any Subcontractors are expected to meet the same requirements on all phases of any project. UDOT reserves the right to interview and approve all subcontractors chosen by the Prime Contractor. The Department also reserves the right to determine project-by-project what percentage of work is required to be completed by the Prime Contractor.

### **Project Evaluations**

All projects will require a UDOT Project Evaluation upon completion. The Department reserves the right to implement a new evaluation program during this Pool Period, if deemed necessary.

### **Contract and/or Modification Requirements**

Selected Contractors and Engineering Consultants will be required to meet current Department contracting processes. The Department also reserves the right to enforce any contracting policy or procedure changes during this Pool Period.

### **Insurance Requirement**

All Contractors and Engineering Consultants agree to meet UDOT’s insurance requirements. Insurance requirements are posted on UDOT’s websites. The Department reserves the right to change insurance requirements as needed during this Pool Period.

### **Authorization to Begin Work**

All Contractors and Engineering Consultants shall not begin work until appropriate UDOT personnel have given them a written Notice to Proceed. Any violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, loss of federal funds, or loss of future work with the Department.

### **Applicable Federal, State, and Local Regulations**

It is the responsibility of each selected General Contractor, Subcontractor and Consultant to know, understand and comply with all state and federal contracting, project regulations, rules, policies and procedures.



**Personnel/Certification Requirements**

All Contractors and Engineering Consultants guarantee the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. The Department reserves the right to terminate the contract with any General Contractor or Consultant where a key individual shown in the SOQ is not qualified or becomes unqualified, leaves employment, or is re-assigned out of the area, during the pool period. The Department may ask for certification of employees at any time.

**Payments and Retainage Fee**

It is the responsibility of every Contractor and Consultant to comply with UDOT's payments and/or retention program requirements and changes made within.

**Debarment Certification**

Federal Regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. Selected Contractors and Engineering Consultants will be required to certify in accordance with contract Standard Terms and Conditions on every contract, if deemed necessary by the Department.

**Pool Debriefing Opportunities**

Consultant Services will offer General Contractors and Engineering Consultants Pool Debriefs by E-mail within 30 days of receiving an E-mail request. General Contractors and Engineering Consultants will receive only their own scores and comments.

**Disclosure and Disposition**

Statements of Qualifications of successful General Contractors and Engineering Consultants shall be open to public inspection for a period of two years after the Pool selection is made. Consultant Services will maintain the Original Copy for this purpose.

**Technology Requirements**

It is the General Contractors and Engineering Consultants responsibility to provide all plans, specifications, surveys, and associated data in acceptable electronic formats on one or more CD's. It is the General Contractors' and Engineering Consultants' responsibility to be aware of all Department requirements and formats. General Contractor and Consultant will be expected to adhere to UDOT's website development standards. The Department's CADD standards are available at the *Information Support Services* sub-page of the UDOT website <http://www.dot.utah.gov/index.php/m%3Dc/tid%3D229>.

Technical and Standards support will be provided to the General Contractor and Consultant through the Engineering Technology Services Section of the Project Development Division of UDOT. Questions or comments can be addressed to **Craig Hancock, Director of Engineering Technology Services** at the Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119. You may E-mail Craig Hancock at [chancock@utah.gov](mailto:chancock@utah.gov) or call him at (801) 965-4865.

**Computer Elements Requirements**

Computer software and applications created and/or enhanced under this contract shall include as deliverables, user instructions, program documentation, program listings, source code and executables in specified compiled formatted files. The program documentation shall include flow charts and detailed treatment of decision algorithms and their technical basis. Appropriate Department individuals will review "user instructions" and "program documentation" for acceptability. Formal sign-offs will record such events and be part of the project repository. Software development and operating system platforms shall be approved by the Department and specified in the work plan. Changes to these platforms shall be allowed only by written authorization by the Department.

## EVALUATION/SCORING CRITERIA

Interested General Contractors and Engineering Consultants are to submit a Statement of Qualifications summarizing their abilities and strengths. General Contractors and Engineering Consultants will be short-listed and may be invited to interview for the Pool based on the following factors, which should be contained and identified in every Statement of Qualifications submittal.

The Emergency Landslide Repairs Pool Selection Review Team will evaluate and Score all Statements of Qualifications in accordance with the criteria and rating scale below:

**0 = Not Qualified      1 2 3 4 5 6 7 8 9      10 = Excellent**

| Heading             | Criteria                                  | Max Points | Rating | Multiplier     | Score |
|---------------------|---|------------|--------|----------------|-------|
| First Page          | Introduction Letter                       | 0          | N/A    | N/A            | 0     |
| 1                   | Related Work Experience                   | 25         |        | <u>X .25 =</u> |       |
| 2                   | UDOT Project Experience                   | 7.5        |        | <u>X .75 =</u> |       |
| 3                   | Traffic Control & Operations              | 7.5        |        | <u>X .75 =</u> |       |
| 4                   | Scope, Schedule, Budget & Safety          | 10         |        | <u>X 1 =</u>   |       |
| 5                   | Quality Control/Quality Assurance         | 10         |        | <u>X 1 =</u>   |       |
| 6                   | Available Resources                       | 10         |        | <u>X 1 =</u>   |       |
| 7                   | Statewide Availability                    | 5          |        | <u>X .5 =</u>  |       |
| 8                   | Design-Build Experience                   | 5          |        | <u>X .5 =</u>  |       |
| 9                   | UDOT Contractor Rating                    | 10         |        | <u>X 1 =</u>   |       |
| 10                  | UDOT Plans, Specifications, and Processes | 10         |        | <u>X 1 =</u>   |       |
| <b>Total Points</b> |   | 100        |        |                |       |

**Notes:**

- If a Selection Team Reviewer rates a Contractor **“Not Qualified = 0”**..... The Reviewer will be required to submit detailed comments on the Scoring Form.
- Comments will be made available to interested Contractors in Pool Debriefing E-mail requests [ghettrick@utah.gov](mailto:ghettrick@utah.gov).
- **Any SOQ that exceeds the 11-page maximum will receive a three-point penalty per page over the limit.**

## **SCOPE OF WORK**

The purpose of this RFQ is to create a Pool of General Contractors and Engineering Consultants to provide general and/or specific construction and engineering services for emergency repairs to roadway and structures. Types of emergencies may include but are not limited to:

- Landslides
- Rockfall hazards emergencies
- Natural disasters (floods, earthquakes, wind storms, etc.)

Types of Emergencies may include falls, topples, slides, spreads and flows composed of rock and/or, debris, and/or earth. Common types of work may include, but are not limited to:

- Phase I - Hazard Assessment
- Phase I - Landslide Immediate Action Items
- Phase I - Drilling, Monitoring and Testing
- Phase I - Geotechnical Design Alternatives including cost
- Phase II - Stability Analyses
- Phase II - Groundwater Lowering, Dewatering Systems, Filters, Drainage layers, etc.
- Phase II - Earthwork, Buttress, Shear Keys, Regrading, etc.
- Phase II - Seepage Barriers, Slurry Trench, Grout Curtains, Soil Mix Walls, etc.
- Phase II - Retaining Walls
- Phase II - Earth Reinforcement Systems
- Phase II - Erosion Control

Services may range from a phase of needed work to the entire project. The ability to provide design engineering, construction, traffic control and other related work is expected. General Contractors and Engineering Consultants who are selected for the Pool are not guaranteed their services will be required or used, only that they will be in the Pool if such services are needed.

Representatives from the UDOT Geotechnical Division will select General Contractors and Engineering Consultants from the new Emergency Landslide Repairs Pool. Individual contracts will be prepared and negotiated for each project, including Scope of Work, Schedule, Quality Control Plan, and Cost Estimate. In some cases, "Design-Build" concepts may be used where the contractor develops repair techniques and/or performs their own quality control/quality assurance.

Each time General Contractors and Engineering Consultants are required from the Pool, the Department will prepare an Independent Scope of Work and Independent Cost Estimate. The selected firm in the Pool for the particular service required will be contacted for their availability. If available, they will then be asked to prepare items such as a Work Plan, a proposed Schedule, Cost Proposal, Staffing Plan, and Quality Control Plan. The Department will then negotiate with the General Contractor and Consultant and prepare a contract. If satisfactory arrangements cannot be made with the contacted firm, negotiations will cease and the Department will select another firm from the Pool.

## **HEADING CRITERIA GUIDELINES**

The Heading descriptions below are guidelines only. General Contractors and Engineering Consultants shall have the flexibility to show capability and experience as needed for each Criteria above. UDOT is not limiting the amount of pages per Heading. **However, the Department is limiting the total number of pages for the entire Statement of Qualifications to 11 pages** (this includes the Introduction Letter to Gaye Hettrick).

**Any SOQ that exceeds the 11-page maximum will receive a three-point penalty per page over the limit.**

### **RELATED WORK EXPERIENCE**

#### **Heading #1**

The General Contractor and Consultant shall submit a summary of their related work experience (including examples of projects) in Geotechnical Landslide Assessment, Design, and Construction. In particular the summary should emphasize related experience in the following areas:

- Hazard Assessment
- Landslide Immediate Action Items
- Drilling, Monitoring and Testing
- Geotechnical Design Alternatives including cost
- Stability Analyses
- Groundwater Lowering, Dewatering Systems, Filters, Drainage layers, etc.
- Earthwork, Buttress, Shear Keys, Regrading, etc.
- Seepage Barriers, Slurry Trench, Grout Curtains, Soil Mix Walls, etc.
- Retaining Walls
- Earth Reinforcement Systems
- Erosion Control

### **UDOT PROJECT EXPERIENCE**

#### **Heading #2**

The General Contractor and Consultant shall submit a summary of their related work experience on UDOT and/or other US State DOT projects, including dates, projects, scope, and detailed client contact information.

### **TRAFFIC CONTROL & OPERATIONS**

#### **Heading #3**

The General Contractor and Consultant shall submit a summary of their understanding of the importance of traffic control and operations, their approaches to minimizing delays, and maintaining work zone safety.

## **SCOPE, SCHEDULE, BUDGET & SAFETY**

### **Heading #4**

The General Contractor and Consultant shall submit a summary of their understanding, ability, and approach to meeting project needs for Scope, Schedule, Budget, and Safety. Explain any software, training, and how performance is measured.

## **QUALITY CONTROL & QUALITY ASSURANCE**

### **Heading #5**

The General Contractor and Consultant shall submit a summary of their understanding, ability, and approach to project quality control and quality assurance. Explain any software, training and how quality control and quality assurance is monitored and overseen.

## **AVAILABLE RESOURCES**

### **Heading #6**

The General Contractor and Consultant shall submit a summary of their current resources of labor and equipment. An organization chart or description of key personnel and an equipment list should also be provided. Years of service, related qualifications, certifications, licenses, and education of employees should be noted.

## **STATEWIDE AVAILABILITY**

### **Heading #7**

The General Contractor and Consultant shall submit a summary of the cities and counties that they are available to work in throughout the State of Utah. Please note offices, stations, sheds or other available places to perform work throughout the state.

## **DESIGN-BUILD EXPERIENCE**

### **Heading #8**

The General Contractor and Consultant shall submit a summary of related work experience and understanding of Design-Build concepts.

## **UDOT CONTRACTOR RATING**

### **Heading #9**

The General Contractor shall submit a summary explaining their current Contractor Rating with UDOT over the past 3 years emphasizing what steps have been taken to partner with UDOT. Contractors shall explain in detail any ratings below 70. This information is available through Thom Leholm, Construction Division, (801) 965-4344 or at [tleholm@utah.gov](mailto:tleholm@utah.gov).

**UDOT PLANS, SPECIFICATIONS AND PROCESSES**  
**Heading #10**

The General Contractor and Consultant shall submit a summary of their related work experience and understanding of UDOT Plans, Specifications, Standards, and Processes for working on UDOT Projects, Public/Media Relations, Billing Processes, and Change Order Processes.